DEPARTMENT OF EDUCATION  
REGION V  
DIVISION OF CAMARINES SUR  
Freedom Sports Complex, San Jose, Pili, Camarines Sur

DIVISION MEMORANDUM  
NO. __________, S. 2012

MULTIDISCIPLINARY TRAINING-WORKSHOP ON ENGLISH PROFICIENCY FOR SECONDARY SCHOOL TEACHING AND NON-TEACHING PERSONNEL IN RINCONADA DISTRICT

TO:  SECONDARY SCHOOL HEADS  
SECONDARY SCHOOL TEACHERS  
NON-TEACHING PERSONNEL  
CONCERNED

1. The Nabua National High School (English Department) will be conducting a 5-day Multidisciplinary Training-Workshop on English Proficiency for Secondary School Teaching and Non-teaching Personnel in Rinconada District on May 14 – 18, 2012 at Congressman Sal Fortuno Multi-purpose Gymnasium, Nabua National High School Campus, Nabua, Camarines Sur.

2. The training-workshop aims to:
   
a. upgrade English proficiency of teachers and non-teaching personnel.  
b. produce multi-literate educators in utilizing Information and Communication Technologies such as Speech Laboratory equipment.  
c. provide an effective multidisciplinary training-workshop on English proficiency to all secondary school teaching and non-teaching personnel.

3. The expected participants to this training-workshop are secondary school teaching and non-teaching personnel within the Rinconada Area.

4. A Registration Fee of Three Hundred Fifty Pesos (Php 350.00) shall be charged each participant to cover the cost of training handouts, photocopies, trainers' fee and other operational expenses.

5. Travel expenses and registration fee shall be charged against MOOE, subject to usual accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum is desired.

GILBERT T. SADSAAD  
Schools Division Superintendent